

DEPARTMENT OF
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
Military Bureau
Joint Force Headquarters, Maine National Guard
Camp Keyes, Augusta, Maine 04333-0033

18 June 2014

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #14-062

POSITION: Human Resources Assistant (Military) (D2017000) (GS-0203-05/06/07)
EXCEPTED POSITION

LOCATION: INCAP Section, MEARNG Medical Command, Camp Keyes, Augusta, Maine

SALARY RANGE:

\$31,628 to \$41,122 per annum **GS-05**

\$35,256 to \$45,828 per annum **GS-06**

\$39,179 to \$50,932 per annum **GS-07**

CLOSING DATE: 7 July 2014

AREA OF CONSIDERATION:

AREA I: All permanent and indefinite Enlisted Technicians in the Maine Army National Guard.

Area II: All Enlisted of the Maine Army National Guard.

PERMANENT CHANGE OF STATION (PCS): PCS expenses may not be authorized for this position. Authorization for payment of PCS expenses will be granted only after a determination is made that payment is in the best interest of the Maine National Guard.

DUTIES: See attached duties and responsibilities.

QUALIFICATIONS: This position may be filled at the GS-05, GS-06 or GS-07 grade. If filled at the GS-05, or GS-06 grade, the individual selected may be promoted to GS-06, or GS-07 grade without further competition when it has been determined that the individual meets the qualifications required for promotion to the higher grade.

MINIMUM QUALIFICATION REQUIREMENTS: Each applicant must show how they meet the General and Specialized Experience listed below; otherwise, the applicant may lose consideration for this job.

GENERAL EXPERIENCE: Clerical or administrative experience, education and/or training which has provided the candidate with the ability to search for and compile information/data, process documents, and provide information about regulations, procedures, and programs.

SPECIALIZED EXPERIENCE: Must have six (6) months experience for GS-05 level, nine (9) months experience for GS-06 level, or twelve (12) months experience for GS-07 level, which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

GS-05

1. Ability to examine reports, forms and other documents to insure completeness and conformity to policy and procedures.
2. Ability to explain information verbally and to prepare routine correspondence.
3. Ability to apply rules/regulations to personnel actions.
4. Ability to understand a military organization and its functions.

GS-06

1. Knowledge of laws, rules, regulations and precedents relating to military personnel programs.
2. Skill in oral and written communication in expressing and securing information.
3. Ability to interpret and apply rules and regulations to personnel actions.
4. Knowledge of military organizational structure.

GS-07

1. Ability to analyze, coordinate and gather facts pertaining to specific military personnel transactions.
2. Skill in oral and written communication in expressing and securing information.
3. Ability to interpret and apply rules and regulations to personnel actions.
4. Knowledge of military organizational structure.
5. Knowledge of TRI-CARE and Line of Duty procedures.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: For the first six months of specialized experience, study successfully completed in a resident school above the high school level may be substituted at the rate of one academic year of study for six months of specialized experience, provided the study included at least 6 semester hours in subjects closely related to the personnel field. Such subjects include: English composition; public administration; personnel administration; statistics; psychology, or other courses where primary emphasis is on writing skills. **Must provide a copy of your transcript to receive consideration.**

COMPATIBILITY CRITERIA: MOS: 42A, 42F, 42L

HOW TO APPLY: Detailed instructions are contained in an Instruction Guide titled “Technician Vacancy Announcement Guide” which should be posted with this vacancy announcement. Applicants may apply using the OF Form 612 Optional Application for Federal Employment, a resume, or any other format they choose. In addition to their basic application, applicants are strongly encouraged to complete ME Form 171, Military Experience and Training Supplement. Applications forwarded to HRO should be no more than eight (8) pages although additional pages may be submitted as necessary. Applications should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience factors listed in the TPVA. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the TPVA. Do not include photo copies of awards (a military ribbon rack or civilian certificate), letters of commendation, enlisted or officer performance reports, Technician performance appraisals, and personal photos unless specifically requested in the TPVA”. Applications must be forwarded to: Joint Force Headquarters, ATTN: HRO, Camp Keyes, Augusta, Maine 04333-0033, NOT LATER THAN the closing date. Applications received AFTER the closing date WILL NOT BE CONSIDERED. The use of government envelopes, postage or facsimile machines to submit applications is prohibited. We are allowed to receive facsimiles sent from non-government facsimile machines. The inter-office distribution system may be used. You may also e-mail it to: ng.me.mearng.list.hro-applications@mail.mil

APPOINTMENT: Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment. The Adjutant General retains exclusive appointment authority for Technicians. No commitment will be made to any nominee prior to a review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

DISSEMINATION: Supervisors, please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during this announcement period due to ADT, AT, TDY, school, illness, etc., should be notified.

WORK: DSN 626-6017 / COM (207) 430-6017 FAX: DSN 626-4246 / COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

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CRAIG P. BAILEY
MSG, MEARNG
Human Resources Specialist
(Recruitment & Placement/Compensation)

a. INTRODUCTION: This position is located in the Medical Command of the Army National Guard. The purpose of this position is to serve as the final reviewer and procedural authority of personnel actions submitted to the Medical Command by lower echelons. Work is to be performed in one or more of the following work areas: Officer or Enlisted Personnel Management (OPM, EPM); Retirement Points Accounting Management (RPAM); Selected Reserve Incentive Program (SRIP); Montgomery G.I. Bill; MOS Medical Review Board (MMRB); Line of Duty (LOD) investigations; and Funeral Honors/Casualty Assistance.

b. DUTIES AND RESPONSIBILITIES:

(1) Serves as a final reviewer of actions, which may include but are not limited to: accessions, promotions, transfers, boards, promotion eligibility; retirement eligibility; and actions that affect eligibility of educational or incentive benefits as well as sensitive, complex cases, which involve: allegations of inequitable, prejudiced, or similar treatment (e.g. issues of fraudulent enlistment or assignment; removal of military member from active or inactive status). Cases have major effects on career or service as they may result in unfavorable career separation or loss of status. Performs final review on file prior to review and action by a board, action officer, or others and insures that all levels of legal, medical, and administrative review have been completed. Summarizes salient facts and issues; analyzes case information; outlines options; and recommends appropriate action. Insures that regulatory requirements related to the specific action are met. Identifies gaps or inconsistencies in the record and initiates action or interviews personnel to obtain needed data.

(2) Researches and obtains all necessary relevant information regarding cases and issues and provides explanations and interpretations of rules, regulations, procedures, and requirements pertaining to actions taken or recommended. Drafts or prepares related correspondence for appropriate signature and enters data in automated systems, as needed. Retrieves data from information sources, both manual and electronic, for use in answering questions, responding to correspondence, or preparing reports or briefings. Insures completeness and proper forwarding of records to appropriate board. Provides advice and guidance to other personnel on actions in areas of expertise, as well as, advice, instructions, and interpretations, as needed, to lower echelons.

(3) Serves as the primary point of contact, coordinator, and advisor for questions regarding Military Funeral Honors and/or Casualty Assistance. Provides advisory services to family members of deceased military members (current and former) and serves as a liaison between the family and funeral directors and their assistants, Veterans Services Organizations, Veterans Affairs Offices, National Guard Bureau (NGB), Regional Casualty Assistance Coordinator (CAC), and other military services and/or members. Provides assistance to the family members by advising them of the deceased member's entitlements and provides information or assistance with filling out any required forms. Maintains files and libraries of current funeral/casualty material including policies, procedures, and guidance from Department of Defense (DoD), NGB, Regional CAC, and the Veterans Administration. Coordinates with the Regional CAC, Funeral Home, Honor Guard, supporting military unit, and each Casualty Assistance Officer/Casualty Notification Officer (CAO/CNO) to ensure all requests for funerals and casualty assistance are supported. Collects data from various sources for statistical purposes regarding Funeral Honors and Casualty Assistance, which may also be used to project budgetary requirements. Coordinates with NGB and Regional CAC for assistance and support in the conduct of training in the program.

(4) Performs other duties as assigned.